

CHEPPING WYCOMBE PARISH COUNCIL

CEMETERY REGULATIONS

Made under the Local Government Act 1972 (3)
Sections 214(3) and 266(2)
Local Authorities' Cemeteries Order 1977
Statutory Instrument 1977 No 204

INTERPRETATION

1. In these Regulations:-

"the Council" means Chepping Wycombe Parish Council acting as the Burial Authority for the said Parish.

"the Cemetery" means the Cemetery provided by Chepping Wycombe Parish Council in the said Parish.

"Resident" means a permanent resident and/or ratepayer of Chepping Wycombe Parish Council. This definition includes those residents who have been caused to leave the said parish for any period of years by reason of hospital treatment or other care required to be given by authorized persons, or residence in Sheltered Accommodation outside the Parish.

The Council may require to consider proper evidence to support these Conditions and their decision on that evidence will be final.

ADMINISTRATION

2. Administration is dealt with by the Clerk, at the Council Offices, Cock Lane, Tylers Green Bucks HP10 8DS, or telephone 01494 814600. The E-mail address is clerk.cwpc@btconnect.com. The office is open 9am to 4.30pm Monday to Friday except bank holidays.
3. The records, which contain information regarding the name and age of the person buried, the grave number and the date of burial may be inspected free of charge at the Council Offices when the office is open. A certified extract from a Register of Burials may be provided for such fee as is prescribed in the current schedule of charges.

ADMISSION TO CEMETERY

4. A plan showing the division of the Cemetery into grave spaces may be seen at the Parish Council's Office in Tylers Green from 9.00am to 4.30pm Mondays to Fridays except bank holidays.
6. All visitors to the Cemetery must keep on the paths, except whilst visiting a grave and conduct themselves in a respectful manner.
7. No children under twelve will be admitted except under the care of a responsible adult.
8. Dogs are allowed into the Cemetery but must be kept under control and on a lead at all times. Owners must clear up any mess made before they leave the Cemetery.

9. Motor vehicles and bicycles are allowed entry to the Cemetery with the permission of the Parish Council or their appointed representative. The Clerk shall have the right to exclude entry of said vehicles if the regulations are being breached.

EXCLUSIVE RIGHT OF BURIAL

10. The Deed of Grant for Exclusive Rights is automatically issued for all new plots (full burial or ashes) for a period of 30 years. Application can be made to extend the Deed of Grant for Exclusive Rights at 10 yearly intervals. The Council reserves the right to re-use the plot after the expiry of the Deed of Grant.
11. Advance reservations of plots is possible at Altona Road and Cock Lane and are coloured green on the plan.
12. On the death of the grantee, the title of the successor in title will be registered on the production of satisfactory evidence of his or her title.
13. The grantee may not transfer the right of burial to another person without the consent of the Clerk. A transfer of ownership form needs to be completed and returned to the Council.
14. Prior to any second or subsequent interment in a purchased grave or vault, the Deed of Grant must be produced to the Clerk, with the notice of interment, and the written consent of the owner, personal representative or next of kin must be produced or endorsed on the form of application for interment.

BURIAL IN A GRAVE

15. Interments will normally take place Monday to Fridays excluding Bank holidays, except on the production of a certificate of a Coroner or Medical Officer of Health that immediate burial is necessary on the grounds of public health or religion.
16. Before interment can take place, the applicant must give notice to the Clerk on the prescribed form (Notice of Interment) accompanied by the certificate for disposal issued by a Registrar of Births and Deaths, or an order for burial issued by a Coroner, or a Cremation certificate in the case of cremated remains and payment.
17. The Notice of Interment must be delivered to the Clerk at least 5 full working days prior to the date of interment.
18. Saturdays, Sundays and Public Holidays shall not be counted as working days. In the case of a Notice sent by post it shall be deemed to be delivered when received by the Clerk at the Council's office except that any such Notice delivered on a Saturday, Sunday or Bank Holiday shall be deemed to be delivered at 8.00 am on the next working day. **No Notice will be accepted by telephone.**
19. In the case of unforeseeable circumstances resulting in the Council's postponement of the interment the Clerk shall as soon as possible notify the person giving the Notice of Interment the reason for postponement.
20. **Still Births** - The certificate for burial or cremation (stillbirth) form number 118 (white) needs to be presented.
21. The grave area will measure 2000mm in length by 750mm.

22. The location of the grave will be the next available space unless already reserved (12)
23. Neighbouring plots may not be joined together.
24. All plots will be triple depth.
25. No body shall be buried in a grave in such a manner that any part of the coffin is at a depth less than 900mm below the level of the ground adjoining the grave.**
26. No body shall be buried in a grave unless the coffin is effectually separated from another coffin already in the grave by means of a layer of earth not less than 150mm in thickness.**
27. Where, in the Cemetery, any grave is re-opened for the purpose of making another interment therein, a person shall not disturb any human remains interred therein or remove therefrom any soil which is offensive.**
28. No graves are to be planted with trees or shrubs, no paving stones may be laid around the grave space.
29. Breakable containers are not permitted on grounds of Health and Safety i.e. Glass vases, pots, tins, jars, bottles or similar articles.
30. Graves which appear to be neglected may be taken over by the Council.
31. No coffins constructed of more durable material than wood shall be placed in graves.

MEMORIALS

32. Formal written permission to install a memorial stone must be sought from the Council. Memorials must be erected by a properly qualified stonemason, for full burials the normal 12 month period must have passed to allow for settlement of the ground.
33. All memorials and inscriptions and the erection thereof are subject to the approval of the Council. **The inscription should include the full known names of those interred.**
34. A completed application form signed by the grave owner and the memorial mason must be submitted to the Council. This must contain a dimensioned illustration of the memorial and/or a copy of any proposed inscription. No memorial may be erected or inscription added without the Council's written permission in the form of a permit which will be issued to the memorial mason.
No memorials may be erected on any grave unless the right of burial has been purchased.
35. Memorials should conform to the following:
 - (a) All memorials and enclosures must be of natural stone and approved.
 - (b) The overall dimensions of the headstone must not exceed 900mm from the ground by 750mm wide by 75mm deep.
 - (c) Enclosures (**excluding flat**) shall be 2000mm long by 750mm wide by 75mm deep by 75mm high. Flat stones shall be 2000mm long by 750mm wide and must not be above the ground; that is, below the level of the surrounding land. If you opt for a flat stone you will not be able to incorporate flower tributes – unless built into the headstone.
 - (d) Chippings are not permitted unless contained by authorised kerbing.

*** Local Authorities' Cemeteries Order 1977, Schedule 2*

- (e) Memorials must be erected in accordance with the National Association of Memorial Masons Recommended Code of Working Practice and by a NAMM/BRAMM accredited fixer. Anybody erecting a headstone must have public liability insurance of at least £5 million
36. Memorial Inscriptions to be approved in advance of installation may contain the following detail:
- Name and dates of birth and death
 - A suitable memorial phrase or quotation
 - A picture on material that will survive the elements, for example, ceramic not to exceed 160mm x 210mm.
- (b) The number of the grave and the name of the memorial mason shall be cut clearly on the side of memorial at the expense of the owner.
37. All persons at work in the Cemetery in connection with graves, monuments or otherwise
- (a) Shall report to the office prior to starting work.
 - (b) Shall have adequate Insurance cover & Health & Safety certification.
 - (c) Shall only work between the hours of 9am to 3pm, Monday to Friday, unless by prior agreement with the Council.
 - (d) Shall clear away all dirt and rubbish and leave all sites in a clean and tidy condition.
38. No memorial or part of a memorial may be removed from the Cemetery without the prior approval of the Clerk. Any memorial removed in the process of opening a grave shall be removed at the risk and expense of the person requiring the grave to be opened.
39. The responsibility for the safe removal and storage of all memorials and surrounds until reinstatement rests with the Funeral Director or Stone Mason.
40. All memorials erected within the Cemetery shall be kept in good repair by and at the expense of the owner. The Council reserves the right to make safe or to repair or remove any memorial which is allowed to fall into disrepair, or to become unsightly or dangerous, and reserve the right to seek recompense from the owner.
41. The Council will not be responsible for any damage to monuments or gravestones.
42. Any person not complying with the Regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.

CHILDRENS AREA

43. Grave plots will be 1500mm by 1000mm.
44. Memorials/enclosures in the children's section will be considered on each individual application but should not exceed the grave dimensions as above.

BURIAL OF ASHES

45. Urns or receptacles containing cremated remains may be interred subject to the regulation relating to the re-opening of such graves.
46. Regulation 10 to 14 (inclusive) of these Regulations shall apply to the interment or disposal of cremated remains.
47. The Certificate for burial of the ashes issued by the Registrar of the Crematorium must be produced to the Manager before the interment or disposal takes place.
48. Cremated remains may not be disposed of on the surface of any grave, or elsewhere in the Cemetery.

Institute of Cemetery and Crematorium Management



Management of Memorials



August 2019

© ICCM

1. Executive Summary

- 1.1 The following guidance considers the historic problems faced by burial authorities caused by past poor installation methods and ways of dealing with unstable, hazardous memorials. It goes on to consider how the installation of new memorials should be managed and standards enforced so that burial authorities can be confident that memorials will be more likely to remain safe and the bereaved receive a better product.
- 1.2 The standards referred to in this guidance are:
 - The British Standard 8415 being the primary standard (At the time of writing, BS8415:2018 was the current standard as issued on the 31st of July 2018).
 - The BRAMM Blue Book and National Association of Memorial Masons Code of Working Practice being the appropriate industry codes of practice that inform the memorial mason how to achieve the requirement of the British Standard.
- 1.3 With more confidence in enforced memorial installation methods burial authorities should consider permitting larger and more elaborate memorials to increase choice to the bereaved. **Permitting the bereaved to personalise a memorial through its design will assist in reducing the placing of memorabilia that has become problematic in more recent years** on what have been described as sterile lawn sections.
- 1.4 Burial ground design should ensure that 600mm of ground are left undisturbed across the head of each grave to allow the headstone to be placed upon it. Burial ground providers can provide concrete beams for the memorials, however, if any part of the memorial construction is provided by the burial ground it must be provided to an approved standard.
- 1.5 All grave digging and other maintenance operations that are carried out by the burial authority should be carried out by trained staff, in such a way that it will not de-stabilise any memorials.
- 1.6 All memorials should be risk assessed. Those considered to be of a type liable to present a danger, e.g. multipart crosses, should be risk assessed and dealt with first. All over 625 mm should be inspected on a minimum 5 yearly cycle. The initial inspection should be designed to be undertaken within a 12 to 18 month period, from the issue of this document. The inspection should be fully documented, identifying all dangerous or unstable memorials.
- 1.7 **A dangerous or unstable memorial is defined as one that will move and continue to fall to the ground with the exertion of a force of 25kg or less.** It should be noted that a memorial that moves under pressure does not necessarily pose a danger and should be judged against the afore mentioned definition.

4.0 DESIGN, CONSTRUCTION AND INSTALLATION – PREVENTING CONTINUATION OF THE PROBLEM

4.1 General Introduction

The design, construction and installation of new memorials are central to the ongoing safety of our burial grounds. Until relatively recent times memorials had not been designed to withstand a specific design force, this has now been addressed since the introduction BS 8415, which is a performance specification, and the British Register of Accredited Memorial Masons (BRAMM) Blue Book and National Association of Memorial Masons (NAMM) Code of Working Practice which inform masons on how to achieve the requirement of the British Standard. All memorials should be installed to such a specification.

It is recommended that all burial authorities specify in their cemetery regulations that all memorials should be installed in accordance with BS8415:2018 and the appropriate industry code of practice. All burial authorities should insist on such standards of installation.

In order for a burial authority to enforce the above standards it is recommended that the British Register of Memorial Masons Scheme (BRAMM), or equivalent, is adopted. The BRAMM scheme is discussed later in this guidance however burial authorities should evaluate any alternative.

4.2 Memorial Design

Burial authorities should give consideration to the safe design of memorials. There is no doubt that memorials erected to the Commonwealth War Graves Commission standards, being a monolith construction fitted into a concrete kerb/shoe below ground level, is one of the safest designs of vertical memorials available. Whilst monolith memorials will remain safe indefinitely, they are not ideal in enabling the bereaved to personalise though design, which could result in a build up of unauthorised memorabilia as is commonly seen on lawn sections. Should this type of installation be the only type permitted burial authorities are encouraged to provide new grave purchasers with details of how and where unique memorials might be obtained. It has been shown that once one or two more elaborately designed and carved headstones have been installed on a burial section, they will be seen by others with an increase in their numbers following.

With the introduction and enforcement of BS 8415:2018 and industry standards, larger more elaborate memorials can be considered provided that burial authorities enforce the standards of installation and act whenever a non-compliant installation is identified (see the BRAMM scheme)

Designs can be very varied, there should be no problem allowing any memorial made of suitable materials, including stone, wood or stainless steel, even a glass memorial has been successfully and safely installed. Memorials up to a height of 1.5m are perfectly acceptable if installed correctly. The main criteria are that these memorials are using inherently safe materials, that they are designed to comply with BS 8415:2018 and that

they are installed in such a way that they will remain safe for many years, provided they are not de-stabilised by a third party e.g. vandalised, storm damaged or struck by mowing equipment.

The provision of such choice combined with the application of management rules and regulations together with the adoption of the BRAMM scheme (or equivalent) should encourage the bereaved to express themselves through the design of an approved memorial, rather than adding numerous unauthorised memorials to the grave. Memorials that are imposed upon the bereaved due to an extreme response to health and safety requirements are likely to cause long term management problems in the burial ground. It is proven through research that families look for more than a standard memorial when a close relative has died however anything other than the standard, off-the-shelf, sterile lawn memorial might not be available therefore the provision of good information is essential.

4.3 Responsibility of Owners of Memorials

All burial authorities should advise owners of memorials that maintenance is their responsibility and to have this carried out on a regular basis following installation. Burial authorities should also advise all owners that their memorials will be subject to a minimum five-yearly inspection and that any defects reported with regard stability should be corrected by the owners of the memorials. This information can be sent whenever a new deed for the exclusive right of burial is sent out and included in the terms and conditions relating to the grave purchased. Terms and conditions can be printed on the reverse of the deed.

4.4 Memorial Construction and Installation

Burial authorities should insist that memorial masons install memorials in accordance with BS 8415 and the appropriate industry code of practice every time a memorial is fixed or re-fixed into the burial ground. This will ensure that all new memorials are installed to a suitable standard and any memorials that are removed for any reason, such as a further interment in the grave or for a new inscription, are also re-fixed to a suitably high standard. Wherever possible owners should be advised of the re-fixing of a memorial to improved standards and should be offered the same certificate of conformity as a new memorial. **Burial authorities should also obtain testing certificates from the manufacturers/installers to prove that memorials and any component ground anchor and lock-down systems have been designed to meet BS 8415.**

BS8415:2018 identifies specific testing procedures for those test ground anchors. Soil type can have a major effect on the utility of anchors. Some may not function as they should in sand or gravel soils. Advice from a qualified professional should be sought if there is any question about this. If some anchors are not locally suitable, memorial masons should be informed of this on the application form. They should record the name of the anchor used on the same form.

If jointed memorials are erected, burial authorities should ensure that these joints are guaranteed by masons to withstand the inspection process which will exert a force of 25kg against the memorial. Such joints should be fitted using mechanical bolting/lock

7.0 Unauthorised Memorials

A large number of authorities experience difficulties with the control of unauthorised memorials. This can be directly related to a lack of choice in the type of memorials available. When considering providing a range of choice the cost of the permission to erect each type of memorial should be related to the whole life risk for the type of design together with the ongoing maintenance costs of sections in which they are placed.

The provision of new traditional sections where more flexibility is given on the size, type, design and even the material used for the memorial allows the personalisation of the grave but uses the normal authorisation process. By providing this important option burial authorities can then insist on the removal of additional memorialisation, particularly on lawn sections where it upsets maintenance routines, but more importantly upsets those bereaved who wish to have an ordered tidy look to the section in which their relative is buried.

It is clear from experience throughout the country that the lack of choice makes the policing of additional memorialisation very difficult. There is no other alternative for the bereaved and they are often very upset that they are unable to personalise the grave. Unauthorised memorials then begin to grow unchecked creating the potential for further serious health and safety problems for the authority, such as spiked wrought iron fences.

Proper choice and proper control of unauthorised memorials through the management rules and regulations is, therefore, essential to the effective long-term control over memorial safety.

8.0 Communication

Good communication is essential to ensure the successful management of memorial safety. Often the bereaved are not seen by the burial authorities until all the important decisions with regard to burial section and memorial have already been decided. These are decided with the funeral directors and memorial masons, before the family arrives at the graveside. This is often the first time that a burial authority will have direct contact with the family.

To ensure the bereaved understand their responsibilities with regard to choice and safety, it is essential that good quality information is provided to the funeral directors, the memorial masons, the clergy and all others regularly involved in the arrangement of funerals. It is also important that all these people actually co-ordinate with each other to ensure that the best possible service is provided to the bereaved, particularly as the service is fragmented between so many.

The burial authority should provide interesting leaflets on the subject and ensure that regular liaison meetings take place with all the parties involved in the

provision of the service, allowing an exchange of views and objectives for the provision of the service.

As the funeral directors and memorial masons will act as agents for the Council in the sale of grave space and memorial rights, taking a joint approach improves the chance of good information reaching the bereaved so that they will be able to make an informed choice.

9.0 Management Rules and Regulations

Burial authorities must have rules and regulations to control their burial grounds; however, they should be seen as fair and equitable at all times. They must be easily understood by all who read them and not too complicated. Every rule or regulation should be able to be qualified if questioned.

It is important that all the issues highlighted in this guidance are brought together through the management rules and regulations. This will form the backbone of the burial authorities drive for memorial safety on their sites and should receive the full support of their governing bodies, whether they are councillors, directors or parishioners.

As part of the improved communication process these rules and regulations should be issued to all funeral directors, memorial masons, clergy and other bereavement organisations to improve the information available to such persons and therefore to the public.

Management rules and regulations for burial grounds have tended to remain static over the years and it is now important that this ceases to be the case. Rules and regulations should be provided in such formats that are able to be amended and re-issued as circumstances change through the years.

BRITISH REGISTER OF
ACCREDITED MEMORIAL
MASONS



Best Practice Document

In the interests of improving standards within Cemeteries and Church Yards in the UK, BRAMM have highlighted the following areas of Cemetery Management which have caused concern in the past for Burial Authorities and Memorial Masons. The following information is intended to highlight and either reference best practice or signpost where further information or training can be found.

Burial Authorities

1. Memorial Safety Inspections:

Burial Authorities have a general duty under the Local Authorities Cemeteries Order 1977 (LACO) to maintain the burial ground in good order. Parochial church councils are required to keep churchyards in good order if responsibility has not been transferred to the Local Authority.

Most burial ground operators will also have duties under Health and Safety at Work Act 1974 (HSWA74). Operators should do all that is reasonably practicable to ensure that visitors and those working in burial grounds are not exposed to risks to their health and safety. The approach to managing memorial safety involves the periodic assessment of memorials as part of a planned exercise or when anything has changed, for example a programme of major work or repair to the burial ground environment.

The enforcing authorities under HSWA74 do not consider the risks from memorials to warrant inclusion in their proactive inspection regimes because of the low risk of injury. However, in the unlikely event of a serious accident, their inspectors may undertake an investigation. They will want assurance that operators had followed this guidance, had taken the sort of sensible, risk-based precautions set out, and that they had done all that is reasonably practicable in the circumstances.

Memorial stability and safety is a key area of concern for Burial Authorities. Guidelines set down by the Health and Safety Executive (HSE) require all Burial Authorities to inspect every headstone in their cemeteries at least every 5 years. The inspection should be fully documented identifying all dangerous or unstable memorials.

Memorial safety in burial grounds is a highly sensitive issue, do nothing and an accident or death could occur. In such circumstances, it is possible for the person responsible for the management of the burial ground to be accused of criminal negligence.

When managing memorial safety in the burial ground it is essential that communication with the community is of the highest possible standard including the notification of all aspects of the inspection and making safe work. If the proper notifications are not given to the public the manager could be found guilty of

maladministration following an investigation by the ombudsman, or if there is an over reliance on the laying flat of memorials as the method of making safe the manager could be severely criticised by the public and the press.

Memorial Safety Inspections should always be completed by a suitably qualified Memorial Safety Team, this can be done by either employing outside contractors or training existing staff. For more information on approved training courses contact –

Institute of Cemetery and Crematorium Management (ICCM) Email: julied.iccm@yahoo.co.uk Telephone: 01952 230006 or
National Association of Memorial Masons (NAMM) Email: enquiries@namm.org.uk Telephone: 01788 542264

2. Memorials:

Ground Anchors:

All Ground Anchors fitted to BS8415–2018 should be accredited.

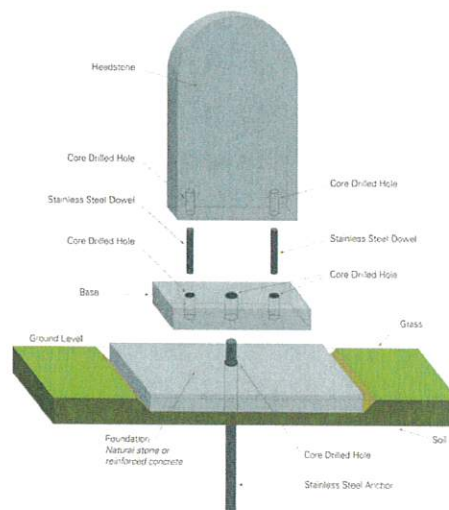
The National Association of Memorial Masons (NAMM) website includes a register of NAMM accredited Ground Anchors.

www.namm.org.uk

All Manufacturers and suppliers of Accredited Ground Anchors must provide technical support and guidance along with clear written fitting instructions regarding the appropriate usage of their Accredited products

All Accredited Ground Anchors must be fitted in accordance with manufacturer's instructions by qualified memorial fixers.

All fixing systems bars, tubes, dowels, pins, nuts, bolts & washers etc. must be of stainless steel of not less than Grade A302. All accredited fixing methods must be followed in accordance with instructions and fixings must not be modified.



It should be noted that there is no historical evidence of any injuries occurring from correctly installed Accredited ground anchors since their first introduction.

Further information can be found in the BRAMM Blue Book.
www.bramm.org

3. Freedom of Choice – Memorial Regulations:

Memorialisation throughout the centuries has met the natural human need as a focus for grief after the death of a loved one. **Memorials should be designed and built around freedom of choice allowing the bereaved to make the right decision without contravening local authority or diocese regulations.**

Memorials of all sizes and shapes are covered in BS8415 therefore Burial Authorities can safely consider permitting larger and more elaborate memorials to increase choice to the bereaved, knowing that they will be safe.

By allowing larger memorials, kerb sets (or smaller kerb sets on cremated remains sections) several cremation memorialisation options Burial Authorities can allow greater freedom of choice for the bereaved and also create more interesting burial grounds with a larger income stream.

By ensuring that areas of ground are left undisturbed at the head of each grave to allow the headstone to be placed or by providing concrete beams Burial Authorities can help with the safe fixing of Memorials.

Note: *It is recommended that burial authorities consider both lawn sections and traditional sections within new burial ground designs and/or consider allowing memorials up to 1.5m in height. This approach will encourage a wider range of memorialisation. Maintenance costs in traditional sections must be considered, so charges for burial in each section should reflect this. By providing a better range of choice, problems with unauthorised memorials will be reduced along with many of the long-term management problems. More importantly, this will allow the bereaved to express themselves through the memorial design rather than by the addition of a range of inferior quality unauthorised memorabilia. This improves the service to all burial ground users.*

4. Memorial Registration Schemes:

In July 2000, a child died as a result of an incident in a Cemetery involving a memorial, and the Health and Safety of memorials became a major issue for Burial Authorities. It was clear that some sort of regulation was required and the British Standard - BS8415 was first introduced in 2005. The standard includes such requirements as: –

- Procedure for the testing of existing memorials
- How to deal with those found to be at risk.
- How memorials and their fixing components should be tested – with minimum specifications for materials.
- Use of tested and approved Ground Anchors
- Use of appropriately sized stainless-steel dowels

The British Standard is ever evolving and it was reviewed and updated in 2008 and again in 2010 and more recently a further review took place looking at the various types of soil conditions found in cemeteries and the impact on the types of ground anchor that are used. *It is worth noting that since the introduction of BS8415 in 2005 and since the use of approved fixing systems has become compulsory, no serious accidents have been reported on memorials fixed to British Standard requirements.*

Burial Authorities take responsibility for H&S within their burial grounds, including closed Church of England churchyards to whom maintenance responsibility has passed, and have a 'duty of care' to the general public and those working in their sites. It is up to each individual authority to ensure that all masons and fixers working in their burial grounds are properly trained, insured and are following current industry standards. To help Burial Authorities achieve this the British Register of Accredited Memorial Masons (BRAMM) was set up and later the National Association of Memorial masons (NAMM) set up the Register of Qualified Memorial Fixers (RQMF).

They are both **FREE** for Burial Authorities to use and provide a register of approved masons who are all appropriately trained to fix memorials to current BS8415 standards, they also have correct insurance as well as current Risk Assessment and Health and Safety Policies. Both registration schemes are exclusively designed to help Burial Authorities meet their Health and Safety duties, improve standards and create safer Burial Grounds. To help Burial Authorities and Masons to clearly understand their respective responsibilities under BS8415, BRAMM produces the 'Blue Book' and RQMF produces the 'Code of Working Practice'. (Both documents are regularly updated to reflect any changes to the BS 8415 document)

Benefits of using a BRAMM or RQMF National Registration Scheme:

- Will save on clerical time, time saved can therefore be redirected to other vital tasks. Money saved can be shown as a real benefit for council tax payers. Using a Registration scheme also provides assurance to councillors that best practice is followed. Improved safety and methods of working are often tangible and recognised by all.
- Provides suitable nationally recognised trained businesses and masons/fixers.
- All information about mason's qualifications and the eligibility of masons to install memorials is available online. Fixer Licences, insurance details and risk assessments can also be checked online.
- Local authorities can avoid mistakes which have already been addressed by other BRAMM/RQMF associated authorities in other areas of the country.
- BRAMM/RQMF have Representation on the BS committee which ensures current industry standards – therefore Burial Authorities will get up to date and current information on any changes in legislation affecting the fixing of memorials.
- The Blue Book and Code of Working Practice are both compliant to the current BS8415.
- Registers are effectively policed, ensuring that acceptable standards of fixing are maintained – with a robust discipline procedures for memorial businesses/fixers.
- Technical queries telephone helpline.

- The schemes also assist the bereaved to select a competent mason for the installation of a memorial thus avoiding unnecessary problems of poor workmanship.

Both Schemes are **FREE** to join for Burial Authorities. The BRAMM scheme is fully supported by the following leading industry organisations –

- ✓ Institute of Cemetery and Crematorium Management (ICCM)
- ✓ Federation of Burial and Cremation Authorities (FBCA)
- ✓ Society of Local Council Clerks (SLCC)
- ✓ Commonwealth War Graves Committee
- ✓ Church of England

For further details on the **BRAMM Registration Scheme** or to register please contact Head Office on –

Email: bramm@bramm-uk.org Telephone: 01788 544 963

For further details on the **RQMF Registration Scheme** or to register please contact Head Office on –

Email: enquiries@namm.org.uk Telephone: 01788 542264

5. Cleaning of Memorials in Cemeteries:

This note has been produced by BRAMM to assist burial authorities and companies in managing how memorials are cleaned in their cemeteries.

To clean or not to clean

Burial authorities are advised to provide guidance to grave owners/members of the public regarding how best to clean a memorial. A starting point should be whether the memorial actually needs cleaning or not. This is because every time that a memorial is cleaned, there is a risk that it could be damaged, for example the gilding of the lettering may be scratched, or the surface of the stone could be abraded. Some stone types become darker with age and exposure to the elements. This is a natural process, and trying to reverse it through harsh cleaning could cause damage to the surface of the stone.

If cleaning is required, gentle is best. Plenty of water and soft cloths, or wooden or plastic scrapers for some types of stone are the preferred tools to use. Harsh chemicals should be avoided, as should wire brushes or other abrasives, as these can cause damage to the memorial and surrounding area. High pressure jet washing should be very carefully considered, as it may not be the most appropriate method of cleaning a headstone, especially older ones that may have cracks in them or where the face of the stone is delaminating. High pressure washing can also erode joints, which then permits the ingress of water and could result in the failure of joints via freeze/thaw action, making the memorial unstable. Substantial damage could be caused to a memorial and surrounding area by using this cleaning technique.

Preparation

Burial authorities and companies should advise grave owners/members of the public to be cautious before undertaking any memorial cleaning themselves. The memorial should be tested for stability before any work is carried out. The burial authority or company could offer to do this testing (and may wish to charge a fee to cover their

costs) or the grave owner/member of the public could appoint their own suitably experienced or qualified contractor, for example a memorial mason.

Guidance

Guidance on the best way to clean memorials can be found at:

[Cleaning Gravestones- How should it be done? | Stoneletters](#)

[How to Properly Clean a Headstone in 8 Steps | Cake Blog \(joincake.com\)](#)

[How to Clean a Gravestone: 12 Steps \(with Pictures\) - wikiHow](#)

The National Association of Memorial Masons (NAMM) Code of Working Practice contains a section on cleaning memorials (Section 17). This advice is aimed at memorial masons rather than members of the public. Burial authorities and companies need to consider whether the use of chemicals to clean memorials as outlined in this section would be permitted in their burial grounds, as this may be contrary to broader environmental management aims.

Permission and permits

Ideally any substantial cleaning of a memorial (ie anything other than a simple wipe over) should only be carried out with the permission of the grave owner. The owner of a grave, or family member or friend nominated by them, can carry out cleaning themselves, but they are advised to follow relevant guidance to ensure this is done safely and without causing further damage to the memorial. If the memorial is under a guarantee period from the memorial mason who installed it, the owner should check with them that their cleaning methodology will not affect the guarantee.

If the grave owner wishes to use a company to clean the memorial for them, the burial authority should insist that a memorial permit application form is completed, showing the consent of the grave owner and the details of who is to undertake the work and how. If the grave owner is deceased, the burial authority/company may require a transfer of ownership to take place before it can allow any work to take place on the memorial.

Before issuing a memorial permit for the cleaning to go ahead, the burial authority should ensure that the company undertaking the work has adequate public liability insurance (advice on the amount required should be sought from the authority/company insurers). The company undertaking the work should also be asked for their safe working practice and methodology used for cleaning the memorial, and a relevant risk assessment. If chemicals are to be used in the cleaning process, the burial authority or company should ask for a data sheet and risk assessment for the chemicals. If the company is registered with BRAMM or is on the NAMM Register of Qualified Memorial Fixers (RQMF) you can check their insurance details on the relevant register website. You should, however, still ask for their cleaning methodology and a risk assessment.

The burial authority/company should check that the proposed methodology fits with their own regulations for the management of the cemetery, especially the use of chemicals or potentially damaging mechanical methods of cleaning. They should also check that the permission of the grave owner has been given. If the burial authority/company is satisfied that all is in order, they may issue the permit to the company undertaking the work. The burial authority can decide if they wish to make a charge for issuing such a permit.

Substantial renovation

Work that involves anything other than cleaning, eg refixing part or all of the memorial, must only be undertaken by suitably qualified memorial masons and in line with the current British Standard 8415.

6. How to try and avoid conflict with grave owners when removing decorations from graves:

This is a perennial issue and it is not always comfortable for those trying to enforce regulations when they are faced with such issues, especially in a small community and where there may be local or even national media interest.

While we always maintain sympathy for the bereaved it is also important for all grave owners that the Cemetery Rules and Regulations are observed and followed by everyone concerned.

Be pre-emptive and include the appropriate requirements clearly in your Cemetery Rules and Regulations. Write your regulations in an enabling manner rather than being prohibitive, emphasising what can be put on the grave.

Considerations can include –

- ✓ What type, size and material you allow for memorials on graves; restrictive regulations can lead to unauthorised memorabilia.
- ✓ What decorations/ornamentations if any are allowed on or around grave space.
- ✓ Alcohol rules.
- ✓ Health and Safety requirements and safety concerns for contractors, maintenance staff and visitors etc.
- ✓ Respect for all who use/visit the area

Good, clear communication is vital ahead of the burial so that people have a chance to understand their responsibilities. If possible, when a new grave is being purchased for a burial, the purchaser should be invited to the cemetery to select/see the area concerned and have what is allowed explained to them.

A copy of the Cemetery Rules and Regulations should be given to each grave owner when purchasing a grave space. Consider requesting a signature from the customer that they have read and understand their responsibilities when purchasing a grave space; this could be part of the interment/grave purchase form.

Be aware that if a third party such as Funeral Directors arrange the purchase of a grave they may not be aware of the need to comply with this directive.

Some simple steps could be: -

- Erect a clear sign, in a prominent position, especially next to your “new” section showing an extract from your Rules and Regulations” regarding memorabilia.
- Have information relating to what is allowed on your website.
- Have clear guidance as to how long you allow flowers and memorabilia to remain on the grave after a burial.

- Before removing any memorabilia, try and contact the grave owner to give them the option of removing anything themselves. This can be escalated should there be no response, giving a date by which they should remove the memorabilia or you will take action to do so.
- Contact the grave owner as soon as possible when unauthorised memorabilia are noticed, because it may encourage other families to leave similar items on their graves.
- Be mindful of anniversary dates and special occasions such as mothers' day, fathers' day, Easter, Christmas etc.
- If undertaking the clearance of several graves, give notice to the owners, and via notices in the cemetery, on your website and in the local press before the clearance starts. Consider any objections and liaise with families over a suitable compromise where possible.
- Take photographs of the memorabilia before you move it, especially any delicate items, that could fall apart in removal. Then take another photo after the removal. This will be available to demonstrate exactly what was on the grave and avoid the accusation of "vandalising" the grave and leaving it in a poor condition.
- Label and store any memorabilia carefully so that it can be collected. Establish an end date after which anything that is unclaimed can be disposed of.
- Consider holding open days so the local community can visit the cemetery and learn about it ahead of need.

Wherever possible conflict should be avoided through good communication and giving bereaved people choice and therefore some element of control. If possible, cemetery staff should undergo understanding bereavement training to learn some useful advice about dealing with potentially difficult situations.

Unfortunately, threats of violence and abusive behaviour have been directed at Cemetery Staff in the past due to angry bereaved relatives of the deceased. This should not be tolerated and the Cemetery should consider a 'Non-Bullying and Harassment Policy' for Staff which should also be included in the Cemetery Rules and Regulations. In extreme cases, serious threats to personal safety should be reported to the police.

Members of the Public

7. Best Practice Advice when Buying or Selling a Memorial:

BRAMM can only advise on compliance to the current British Standard 8415 which covers the safe fixing of Memorials.

We occasionally receive concerns from customers who are not happy with the Memorial they have purchased for aesthetic reasons that are not covered by BS 8415.

To avoid any misunderstanding about the finished Memorial we strongly advise both Customers and Memorial Masons to adopt the following procedure.

1. Customer should discuss their requirements with a BRAMM registered Mason who should advise on the following –
Local Cemetery rules and regulations in particular what size and design of Memorial will be accepted in the local Cemeteries.
2. Discuss Customers requirements and advise on the Memorial Design, Stone, Inscription, Cost and Timescales involved.
3. When the Customer is happy with information given the Memorial Mason should provide a draft drawing of the proposed Memorial Design including any inscriptions to be used.
4. The Customer should then check the drawing and inscription carefully and clarify any questions they may have with the Memorial Mason. If necessary the drawing should be updated to reflect any changes.
5. Once both parties are happy with the Memorial design and inscriptions both the Customer and Memorial Mason should sign the drawing confirming the design.
6. When the Memorial has been made and before it is erected in the Cemetery the Customer should view the finished product and confirm the Memorial is acceptable by signing a declaration.
Once this final process is complete, the memorial can then be erected.

The above simple procedure will protect both the Customer and the Mason from any misunderstanding regarding the design of the Memorial.

WORKS & SERVICES

301 Works Depot, Office & Wardens

	24/25	25/26	Variance
4011 rates	9,056	9,225	169
4012 water	500	500	0
4014 electricity	3,000	3,000	0
4015 gas	2,500	2,500	0
4017 cleaning & refuse	400	400	0
4036 property maintenance	2,000	2,000	0
4037 grounds maintenance	300	300	0
4038 maintenance contract	1,400	1,400	0
Works etc exp	19,156	19,325	
1004 Service Charges	200	200	0

304 Vehicles Tools & Equipment

4010 misc staff costs	600	600	0
4041 equipment hire	4,000	4,000	0
4042 equipment maintenance	5,000	5,000	0
4043 vehicle maintenance	4,500	4,500	0
4044 vehicle fuel	5,000	5,000	0
4045 vehicle tax & insure	3,300	3,300	0
4046 small tools & equipment	3,000	3,000	0
4050 chemicals	200	200	0
Vehicles etc exp	25,600	25,600	

305 Litter, Rubbish and Graffiti

4016 Knotweed	500	500	0
4017 cleaning & refuse	2,800	2,800	0
4018 parish litter scheme	500	500	0
Litter etc exp	3,800	3,800	

311 Cemeteries

4011 rates	1,005	1,005	0
4012 water	180	180	0
4037 grounds maintenance	1,000	1,000	0
Cemeteries exp	2,185	2,185	
1031 income burials & memorials in	7,000	7,000	0

1032	income burials & memorials out Cemeteries inc	18,000	16,000	Overstated	-2,000
		25,000	23,000		
314 War Memorials & Closed Churchyards					
4036	property maintenance	1,200	1,200		0
4037	grounds maintenance	1,000	1,000		0
	War Memorials etc exp	2,200	2,200		0
321 Footpaths and Street Furniture					
4036	property maintenance	500	500		0
	Footpaths etc exp	500	500		0
1078	Maintenance costs recovered	0	500		
322 Footway Lighting					
4014	electricity	1,500	1500		0
4066	footway light repairs/maintenance	3,500	3500		0
	Footway etc exp	5,000	5000		0
341 Partnership Working					
4061	Partnership (Community Working)exp	2,000	2,500		500
Expenditure		60,441	61,110		
Income		25,200	23,700		

EMR		Transfers	
9320	Cemeteries	26554	-6554
9321	Vehicles	77105	6000
9323	Office Equipment	2,055	1000
9325	Depot/Office Complex	3213	17000
9327	Footway Lighting	43146	10000
9329	Street Furniture	12335	-2335
9330	Wardens House	1823	1000
	Footpaths	0	3000
PROPOSED TRANSFERS		29111	

21/10/2024

Chepping Wycombe Parish Council

Page 1

14:43

Detailed Income & Expenditure by Budget Heading 01/10/2024

Month No: 7

Committee Report

Works & Service

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301 Works Depot, Office & Wardens</u>						
1004 Service Charges	0	200	200			0.0%
Works Depot, Office & Wardens :- Income	<u>0</u>	<u>200</u>	<u>200</u>			<u>0.0%</u>
4011 Rates	9,184	9,056	(128)		(128)	101.4%
4012 Water	98	500	402		402	19.6%
4014 Electricity	994	3,000	2,006		2,006	33.1%
4015 Gas	760	2,500	1,740		1,740	30.4%
4017 Cleaning & Refuse	210	400	190		190	52.4%
4036 Property Maintenance	742	2,000	1,258		1,258	37.1%
4037 Grounds Maintenance	14	300	287		287	4.5%
4038 Maintenance Contract	627	1,400	774		774	44.8%
Works Depot, Office & Wardens :- Indirect Expenditure	<u>12,628</u>	<u>19,156</u>	<u>6,528</u>	<u>0</u>	<u>6,528</u>	<u>65.9%</u>
Net Income over Expenditure	<u>(12,628)</u>	<u>(18,956)</u>	<u>(6,328)</u>			
<u>304 Vehicles Tools & Equipment</u>						
4010 Staff Costs Misc	304	600	296		296	50.7%
4041 Equipment Hire	0	4,000	4,000		4,000	0.0%
4042 Equipment Maintenance	902	5,000	4,098		4,098	18.0%
4043 Vehicle Maintenance	424	4,500	4,076		4,076	9.4%
4044 Vehicle Fuel	2,075	5,000	2,925		2,925	41.5%
4045 Vehicle Tax & Insure	159	3,300	3,141		3,141	4.8%
4046 Small Tools & Equipment	599	3,000	2,401		2,401	20.0%
4050 Chemicals	0	200	200		200	0.0%
Vehicles Tools & Equipment :- Indirect Expenditure	<u>4,464</u>	<u>25,600</u>	<u>21,136</u>	<u>0</u>	<u>21,136</u>	<u>17.4%</u>
Net Expenditure	<u>(4,464)</u>	<u>(25,600)</u>	<u>(21,136)</u>			
<u>305 Litter, Rubbish & Graffiti</u>						
4016 Knotweed	0	500	500		500	0.0%
4017 Cleaning & Refuse	1,330	2,800	1,470		1,470	47.5%
4018 Litter	0	500	500		500	0.0%
Litter, Rubbish & Graffiti :- Indirect Expenditure	<u>1,330</u>	<u>3,800</u>	<u>2,470</u>	<u>0</u>	<u>2,470</u>	<u>35.0%</u>
Net Expenditure	<u>(1,330)</u>	<u>(3,800)</u>	<u>(2,470)</u>			

Continued over page

Detailed Income & Expenditure by Budget Heading 01/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311 Cemeteries						
1031 Burial & Memorials Income In	1,902	7,000	5,098			27.2%
1032 Burial & Memorials Income Out	4,298	18,000	13,702			23.9%
Cemeteries :- Income	6,200	25,000	18,800			24.8%
4011 Rates	953	1,005	52		52	94.8%
4012 Water	91	180	89		89	50.8%
4037 Grounds Maintenance	101	1,000	899		899	10.1%
Cemeteries :- Indirect Expenditure	1,146	2,185	1,039	0	1,039	52.4%
Net Income over Expenditure	5,054	22,815	17,761			
314 War Memorial & Closed Churchya						
4036 Property Maintenance	0	1,200	1,200		1,200	0.0%
4037 Grounds Maintenance	141	1,000	859		859	14.1%
War Memorial & Closed Churchya :- Indirect Expenditure	141	2,200	2,059	0	2,059	6.4%
Net Expenditure	(141)	(2,200)	(2,059)			
321 Footpaths & Street Furniture						
4036 Property Maintenance	45	500	455		455	9.0%
Footpaths & Street Furniture :- Indirect Expenditure	45	500	455	0	455	9.0%
Net Expenditure	(45)	(500)	(455)			
322 Footway Lighting						
4014 Electricity	445	1,500	1,055		1,055	29.7%
4066 Footway Light Repairs	2,487	3,500	1,013		1,013	71.1%
Footway Lighting :- Indirect Expenditure	2,932	5,000	2,068	0	2,068	58.6%
Net Expenditure	(2,932)	(5,000)	(2,068)			
341 Partnership Working						
4061 Partnership Working	339	2,000	1,661		1,661	17.0%
Partnership Working :- Indirect Expenditure	339	2,000	1,661	0	1,661	17.0%
Net Expenditure	(339)	(2,000)	(1,661)			
Works & Service :- Income	6,200	25,200	19,000			24.6%
Expenditure	23,024	60,441	37,417	0	37,417	38.1%
Movement to/(from) Gen Reserve	(16,824)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,200	25,200	19,000			24.6%
Expenditure	23,024	60,441	37,417	0	37,417	38.1%
Net Income over Expenditure	<u>(16,824)</u>	<u>(35,241)</u>	<u>(18,417)</u>			
Movement to/(from) Gen Reserve	<u>(16,824)</u>					